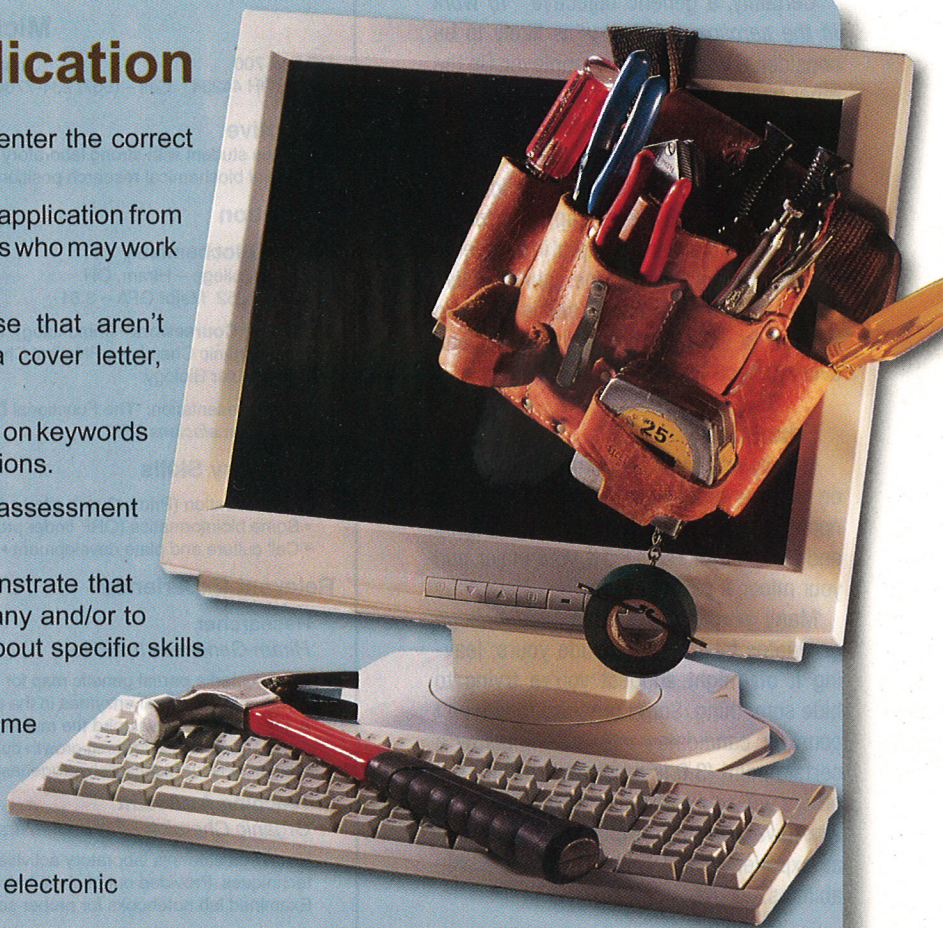


The Online Application

- Follow directions. Be careful to enter the correct data in the correct field.
- Ask for advice on completing the application from a company recruiter or an alumnus who may work at the company.
- Complete all fields—even those that aren't required. (Be sure to include a cover letter, even if it's not required.)
- Use keywords; employers search on keywords when looking to fill specific positions.
- If the company offers an optional assessment test online, take it.
- Use "comments" fields to demonstrate that you have researched the company and/or to provide additional information about specific skills you have.
- If you are asked to attach a resume or paste it into the application, make sure its format is compatible: Special characters, bold and italics, and fancy fonts, for example, won't convert in some electronic applications.
- Proofread your application before submitting it. If possible, run a spell check and a grammar check.
- Follow up your electronic application with a personal e-mail to the recruiter. A follow-up phone call is acceptable if the ad does not say, "No phone calls."



Activities

Working in student organizations, holding a leadership post in your fraternity or sorority, organizing a group project for a service organization, and playing on a sports team all can demonstrate to an employer that you have the skills necessary to learn and carry out job duties. In addition, many employers look for an activities section to show that the candidate is well-rounded and does more than study.

Awards and honors

Include those that are related or show your technical expertise.

Nuts and Bolts

Don't work on your resume in the dark. Take advantage of the resources available to you

through your campus career center: Take part in a resume-writing workshop, ask a career counselor to critique your resume, and use the feedback to make it stronger.

Make sure that your resume conforms to the employer's directions. Not following directions will get your resume tossed in the wastebasket. Use the job listing or advertisement to decide how you can match your skills and accomplishments to the job requirements.

Sample resumes can show you what to do and not to do when writing your own resume. But remember, it is your resume—you don't want it to look like you copied someone else's.

Include all the vital information on your resume; don't rely on your cover letter to communicate any important facts. Some employers don't read cover letters. Sometimes cover letters get separated from the resumes.

Sometimes cover letters aren't scanned into the employer's system; also, some employers want you to upload your resume to their web site, but don't include a place to send a cover letter. A cover letter is an important tool, but it's not a substitute for a strong and solid resume.

Don't forget to have someone proofread your resume before you send it. Spelling and grammatical errors, typos, formatting problems, and inconsistencies can undermine all the work you put into building your resume.

When your resume is finished, submit it in the format that the employer requests. Ask at your career center or visit the employer's web site to find out the preferred method. Employers' online forms usually are easy to use. But if the online form states that the resume must be sent as text, don't cut and paste from your resume.

EMMA BARRON

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555.555.5555 • ssssss@auburn.edu

EDUCATION

AUBURN UNIVERSITY – AUBURN, AL

Bachelor of Science in Computer Science (May 2010)

SOUTHERN UNION STATE COMMUNITY COLLEGE – OPELIKA, AL

Associate in Science Degree (May 2008)

EXPERIENCE

UNIVERSAL SIGNS, INC. – OPELIKA, AL

Sign Designer (October 2004 – February 2006)

- Communicated with customers to take orders for signs, banners, and automobile detailing.
- Created and designed proofs for the customer's approval.
- Used Plotter and Edge to print or cut out designs.
- Applied designs to signs or automobiles.
- Collected payment.

COVEL ASSOCIATES – SMITH'S STATION, AL

Secretary (January 2004 – August 2004)

- Organized and maintained record of sales of Kirby vacuum cleaners and products, and sent report to corporate office.
- Monitored bank account and completed payroll using QuickBooks program.
- Educated customers on product through demonstrations and relaying product information.

MCDONALD'S RESTAURANT – PIEDMONT, AL

Cashier (January 2002 – October 2002)

- Trained in food preparation and quickly moved to drive-thru window register.

SKILLS

Computer literacy: Windows Operating Systems

Software: Microsoft Office Professional Package, QuickBooks

Programming Languages: C++ and Java

ACHIEVEMENTS AND INVOLVEMENTS

Phi Theta Kappa – Honor Society (Spring 2007)

National Dean's List – National Honor Society (Spring 2007)

President's List (Spring 2006, Summer 2006, and Spring 2007)

Dean's List (Fall 2006)

REFERENCES

Available upon request


Courtesy of Auburn University



Emma, a transfer student, includes both degrees on her resume as well as honors she was awarded at both schools. Much of her experience is unrelated to her field, but she includes it to demonstrate that she has some work experience and to provide evidence that she has many of the "soft" skills that employers seek.

Format your resume in the form, using "hard returns" where necessary, so that it doesn't come across as one long paragraph and the employer will be able to read it.

Remember...

Build a resume that showcases your skills and abilities, and gives employers the information that will make them want to call you in for an interview. 

Good luck!

Learn more

- "The Art of Writing Job-Search Letters"
- "Job-Search Correspondence" (sample letters)
- "Seven Tips for Effective Resume Writing"
- "Build the Resume Employers Want"
- "Resume Tips for the Experienced Candidate"
- "Resumes, Cover Letters, and Interviews: How Sharp Are Your Tools?"
- Sample Resumes
- and more!



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